



CAREER OPPORTUNITY

Legal Assistant **Administrative Job Class** **Two (2) Temporary Positions** \$50,957 - \$61,147

The Legal Services Department has **two (2)** temporary vacancies (one from October 26, 2015 to April 29, 2016 and one until December 31, 2015, with possibility of extending) for **Legal Assistants to provide administrative support to legal counsel within the department. The incumbents will be expected to perform in a professional capacity with attention to accuracy, efficiency and confidentiality. The successful applicants will be integral members of Legal Services, providing support within the department as required.**



Duties Include:

- scheduling court dates with court staff in respect to Apprehensions, New Protection Applications and Status Review Applications and Motions;
- maintaining filing systems and information systems, both computerized and manual, for all legal documentation;
- drafting court documents for review by counsel, including: Orders, Motions, Adjournment Request Forms, Affidavit's of Service, and Summons to Witness;
- coordinating adjournment/trial dates, file disclosures and meetings between various parties, which may include Society counsel, outside counsel, child protection workers and other collaterals;
- transcribing and typing a variety of material including: correspondence, memorandums and emails on a regular basis on own initiative and/or from handwritten drafts;
- responding to telephone calls/hotline/emails and handling routine inquiries from Society staff, outside counsel, court staff and other professional regarding court cases;
- documenting crown ward orders granted for the assigned branch and ensuring the completion of the crown ward order process;
- providing and verifying accuracy of data in Legal Court Dictations for the timely production of month-end reports;
- tracking all court appearances for the assigned branch and ensuring that Court Lists and docket books are accurate and up to date;
- coordinating trial and appeal documentation, timelines, service, filing and drafting in accordance with Family Law Rules, Rules of Civil Procedure and other relevant rules and legislation;
- providing back-up coverage to team members when necessary;
- working in a safe manner in accordance with the Society's Health and Safety Policies and procedures and all relevant legislation.

Qualifications Required:

- Legal Assistant Diploma or equivalent courses or directly related work experience with high standards relating to accuracy, efficiency, discretion and confidentiality;





- thorough knowledge of the Child & Family Services Act and other legislative standards as they relate to the delivery of service within the Legal Services department;
- knowledge of the Rules of Civil Procedures;
- knowledge of new Family Law Rules;
- demonstrated skills in drafting a variety of legal documents and forms including Orders, Affidavits of Service, Advertisement and Dispensing with Service, Summons to Witness, 14B Motion and Adjournment Request Forms and Notices to Introduce Medical and Business Records;
- excellent computer skills and confident ability in working with a variety of PC applications, including Windows, Microsoft Word 6.0, Lotus Notes, AS400;
- accurate typing skills, minimum 60 wpm;
- organizational skills to manage a large variety and volume of work, establish priorities and deal with a variety of competing deadlines;
- demonstrated ability to exercise initiative, anticipate problems and demonstrate sound judgment;
- good verbal and written communications skills in order to initiate correspondence and deal with other staff, external legal counsel, the courts, other CAS's and other organizations;
- demonstrated ability to work independently and in partnership with members of various teams.

Assets:

- knowledge of child welfare context.

file #

E- 15 - 059 – OACAS

to

Catholic Children's Aid Society of Toronto, 26 Maitland Street, Toronto, Ontario M4Y 1C6
Fax: (416) 395-1551 | E-mail: hrs@torontoccas.org

Deadline Closing Date is: October 26th, 2015

We thank you for your interest in working at the Catholic Children's Aid Society of Toronto. Upon available openings, we will be contacting qualified candidates accordingly.

All communications will be held in strict and professional confidence.

The Catholic Children's Aid Society of Toronto is committed to equity and diversity and encourages applicants from varied backgrounds.

We will accommodate your needs under the Ontario Human Rights Code. Upon individual request, hiring processes will be modified to remove barriers to accommodate those with disabilities. Should any applicant require accommodation through the application, interview or selection processes, please contact the Human Resources Department for assistance.